

Role	Board Director
Date:	1 st July 2021
Classification:	Remunerated as per the Department of Health and Human Services (Vic) Board remuneration Guidance for public hospitals and multi-purpose services (August 2019)
Employment Status:	Not applicable
Conditions:	As per the Department of Health and Human Services (Vic) Board remuneration Guidance for public hospitals and multi-purpose services (August 2019)
Our Vision:	Caring for and working with our Community.
Our Strategic Principles:	<ul style="list-style-type: none"> • Prioritise services and activities that help people to maintain their independence. • Engage with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them. • Maintain a focus on consumer needs and interests at all times. • Work in partnership with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need
Our Values:	<ul style="list-style-type: none"> • Respect • Unity • Integrity • Innovation • Excellence <p>Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.</p>
Position Purpose:	The role of a health service board and its directors is to steer the entity on behalf of the Minister for Health in accordance with government policy. This governance role involves strategic leadership of the organization, monitoring performance against agreed objectives and ensuring accountability and compliance.
Qualifications and Experience:	<p>As determined by the Minister for Health in accordance with government policy inclusive of the following and as revised by the Minister from time to time;</p> <p>Skills, qualities and experience</p> <ul style="list-style-type: none"> • Strategic thinking • Planning and leadership, including in emergencies • Risk management and audit • Reading and understanding financial statements • Legal, financial and other professional skills • Industry-specific skills and knowledge • Stakeholder management Integrity and standing in the community • Demonstrated honesty • Tolerance of different views

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- Track record of acting in good faith and in the best interests of an organisation
 - Ability to listen, analyse, think clearly and work well with others
 - Willingness to attend meetings, ask questions and take responsibility Working on a Board
 - Networking and dealing with stakeholders
 - Working in a regional, rural or remote context
 - Performing at high levels in relevant fields of expertise
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Key Relationships External

- Community members
- Minister for Health
- Department of Health
- Community
- Healthcare Agencies
- Healthcare professionals
- Department of Social Services
- Victorian Auditor General
- Victorian WorkCover Authority

Internal

- Chief Executive Officer (CEO) and Executive staff via the CEO
 - Consumers
 - BHS Employees
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Reports to: Minister for Health

Supervises: Health Service performance and strategy development

Key Responsibilities:

Quality of service

- Participate in the leadership of quality and improvement at BHS
 - Participate in emergency management as appropriate
 - Establish and monitor governance arrangements for the entity, including reporting systems to meet the needs of the Minister, Department other agencies and the Board
 - Foster a culture and set of values that promotes safety, quality and accountability
 - Act in accordance with the Director's Code of Conduct
 - Integrate risk management into the strategic planning process
 - Monitor and review the effectiveness and currency of internal financial and operational risk management systems
 - Ensure the entity operates within legislation
 - Evaluate the performance of the entity, the Board and the Chief Executive
 - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
 - Participate in Infection prevention and control programs as appropriate to the role
 - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participate
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Experience of service

- Ensure that people accessing Beechworth Health Service will experience a person-centred approach with respect to their needs
- Acknowledge customer and community feedback and escalate issues of concern and safety as soon as practicable
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS

Workforce

- Lead the appointment of the Chief Executive Officer
- Establishment and monitoring of performance measures for the Chief Executive Officer
- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery

Relationships

- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key partners.

Sustainability

- Setting the broad strategy for the entity to meet its objectives and performance targets
- Ensuring the preparation of and approval of strategic plans, annual reports, key procedures and policies
- Manage the use of BHS resources efficiently and effectively within the scope of the role
- Approve the annual budget
- Contribute to a culture that promotes the BHS Values
- Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
- Contribute to organisational wide improvement processes including compliance and improvement initiatives

Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
 - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
 - Observe risk management principles, policies and practices through the risk management BHS policy/framework
 - Employ risk management principles and practices in day-to-day duties and functions
 - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public
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Occupational Health & Safety:

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
 - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
 - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
 - To report;
 - Unsafe equipment, work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to Beechworth Health Service equipment or property
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Accountability and Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in annual the Statement of Priorities
- Undertaking the role in accordance with legislative and funding obligations
- Undertaking the duties of the role in accordance with BHS policies
- Operate in accordance with Beechworth Health Service's delegated authority
The incumbent of the position will be accountable to the Minister for Health for the health service's performance.

The extent of authority is within the legislative obligations expressed in:

- Health Services Act 1988
 - Public Administration Act 2004
 - Public Records Act 1973
 - Financial Management Act 1994
 - Audit Act 1994
 - Freedom of information Act
 - Public Interest Disclosure Act 2012
 - Equal Opportunity Act 1995
 - Occupational Health and Safety Act 2004
 - Aged Care Act 1997
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An annual appraisal will be conducted by the Board Chair.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:**-.....
